



Institute  
and Faculty  
of Actuaries

## The Institute and Faculty of Actuaries

### Disciplinary Appointments Committee

The Institute and Faculty of Actuaries' (IFoA's) Disciplinary Appointments Committee makes the appointments for all those working in the profession's Disciplinary Scheme.

There are six members of the committee, four Fellows appointed by Council, a Queen's Counsel appointed alternately from the Scottish and English Bar, who chairs the Committee, and a lay member appointed by the Chartered Institute of Personnel and Development.

As a result of a planned retirement a vacancy will arise and we are therefore seeking to hear from Fellows of the IFoA who are keen to be considered for this volunteer opportunity.

### “Task” and “Person” Specification:

#### “Task” Specification

The remit of the Disciplinary Appointments Committee is set out in the IFoA's [Disciplinary Scheme](#). The successful candidate will be involved in discussion and decision making including (but not limited to):

- experience of recruitment through the use of competency based interviewing
- experience of professional regulation and particularly professional discipline and misconduct
- experience of international regulation and discipline
- making appropriate arrangements for appointment and reappointment processes
- confirming task and person specifications and advertisements
- sifting applications
- interviewing candidates
- determining appropriate appointments
- confirming that appropriate appraisal processes are in place.

#### Tenure

The tenure will be three years (renewable by Council).

#### Time Commitment

There are four meetings held each year, typically one in person at Holborn Gate in London and three by conference call. The time commitment for this equates to one half day per quarter.

In addition, all members participate in each appointment round, sifting candidates for interview, and two members will constitute interview panels. This time requirement varies from year to year but, in principle, applicants should be able to offer occasional days either for sifting or for interviews in London or Edinburgh.

#### “Person” Specification

The successful volunteer will have the following essential criteria:

- a Fellow with significant experience of the profession, for example in excess of 20 years
- a material involvement as a volunteer, for example membership of one of the Boards
- a genuine interest in furthering the application of the Disciplinary Scheme in practice
- excellent verbal communication skills, including proven ability to work effectively with others as part of a committee or board
- the ability to maintain confidentiality; desirable experience of recruitment, including interviewing skills; and any other soft skills
- must not have a role with the FCA, PRA, the Pensions Regulator or the FRC.

**February 2016**